

## MEMORANDUM OF UNDERSTANDING

### *Granite State Clean Cities Coalition*

Formally Established to Create a More Efficient, Domestically Secure, Environmentally Harmonious, Sustainable and Safe American Energy Transportation Sector

## MEMORANDUM OF UNDERSTANDING

*By and Among,*

**“Signatory Organizations Listed”**

*and*

**U.S. DEPARTMENT OF ENERGY**

### **INTRODUCTION**

#### **Background**

*The United States Department of Energy (DOE) is committed to energy use in the American transportation sector that is:*

More efficient  
Less dependent on foreign sources  
Less environmentally disruptive  
Sustainable and  
Safe

The Energy Policy Act of 2005, supplemented by the 1993 Executive Order 12844: Federal Use of Alternative Fuel Vehicles, and the Clean Air Act Amendments of 1990, all establish guidelines for effecting a favorable energy and environmental situation in the transportation sector. The DOE *Clean Cities* program is an umbrella to structure and achieve Energy Policy Act program goals and to coordinate objectives of governments and other Federal directives, such as the Clean Air Act.

#### **Purpose**

*The purpose of this Memorandum of Understanding (MOU) is to set forth the agreements, respective responsibilities, and procedures necessary to carry out the objectives of the DOE Clean Cities program which accelerates the introduction and expands the use of alternative fuels and alternative fuel vehicles*

#### **Authority**

*This MOU is authorized under the following laws and regulations: Energy Reorganization Act of 1974, which permits DOE to use the facilities of public agencies, requires DOE to consult with the heads of other agencies on the use of their facilities, and allows DOE to enter into*

*cooperative projects with other public and private agencies; the Energy Policy Act of 1992, Section 505, Voluntary Supply Commitments, which requires DOE to obtain voluntary commitments to help achieve replacement fuel goals from fuel suppliers, fleet owners, and vehicle suppliers. Under this MOU, these groups, united with other local stakeholders, signify their commitment to contribute to the goals of the program.*

### **Policy**

*Signatories under this MOU undertake their best efforts to achieve the specific goals and objectives set forth in the Program Plan.*

## **MANAGEMENT AND PROGRAM GUIDELINES**

*This MOU commits the undersigned to work together toward achievement of Clean Cities goals and the goals and objectives as stated in the Program Plan.*

### **Clean Cities Coordinator Responsibilities**

- *Coordinate and document coalition activities*
- *Maintain database of stakeholders, community fleets, AFVs, and infrastructure*
- *Assist with overall implementation of Program Plan and development of new goals*
- *Coordinate meetings and reporting activities*
- *Participate as a member of the Steering Committee*
- *Delegate and monitor activities/responsibilities to other key stakeholders*
- *Act as a liaison between the Steering Committee, working groups and DOE*
- *Work directly with DOE Regional Support Offices to report coalition activities, progress, concerns, issues, etc.*
- *Provide assistance in public education activities*
- *Maintain and update, in concert with the coalition, the Program Plan*
- *Monitor and disseminate Federal/State/local legislative and incentive information to the coalition*
- *Assist with recruitment of stakeholders*
- *Represent Clean Cities and the coalition at other local functions and DOE events*

### **DOE Responsibilities**

- *Provide a Federal advisor*
- *Provide program implementation and MOU drafting guidelines*
- *Guide placement of Federal AFVs responding to Clean Cities recommendations and resource matching plans*
- *Direct the award of Federal funds and grants as available*
- *Provide information, general assistance and material for public relations and promotional activities*
- *Provide training for coordinators, fleet operators and other participant*
- *Provide a hotline/clearinghouse for technical and other information*
- *Conduct information exchange workshops*
- *Provide assistance in public education activities*

### **Stakeholder Responsibilities**

*Signed stakeholders to this document agree to fulfill their voluntary commitments to the Clean Cities Program as delineated in the associated Program Plan*

### **Guidelines**

*The Clean Cities program will be administered according to the Program Plan. The signatories herein have agreed that the Program Plan is designed to achieve Clean Cities objectives and follows the guidelines described here:*

- *Sets forth goals reflecting the planning process and defining what the organization seeks to accomplish and why*
- *Creates an organizational structure enabling Clean Cities to effectively carry out its mission*
- *Characterizes the AFV market situation by gathering primary information on fuels, vehicles, and infrastructure from participating Clean Cities stakeholders*
- *Sets forth intermediate objectives, action steps or commitments, such as vehicle acquisition targets or legislative proposals, designed to be the "how to" (objectives) elements of the Program Plan*
- *Delineates estimated timetables containing discrete action items, milestones and deadlines for achieving objectives and goals*
- *Establishes a monitoring system for program management, advertisement of program success, and method for conveying program performance to DOE*

### **Supplementary Interagency or Other Agreements**

*Because the DOE Clean Cities program supports Congressional and Executive directives and many involve other Federal, State, and local governmental entities, Clean Cities program commitments may be subject to modification upon intervening Congressional or Executive guidance.*

## **ADMINISTRATION**

### **Public Information Coordination**

*Subject to the Freedom of Information Act (5 U.S.C. 552) decisions on disclosures of information to the public regarding projects and programs referenced in this MOU shall be made by the DOE following consultation with the other parties' representatives.*

### **Amendment and Termination**

*This MOU may be amended by the mutual written agreement between DOE and signatories. This MOU may be terminated by the mutual written agreement of DOE and signatories. Signatories may terminate individual participation upon a 30-day written notice.*

### **Effective Date**

*This MOU shall become effective upon the latter date of signature of the parties and shall remain in effect for a period of 5 years, upon which the MOU becomes eligible for renewal.*